GLEN MOR MOVE-OUT TIMELINE
FOR RESIDENTS WITH YEAR-ROUND LEASES (BUILDINGS A, B, D, L & M)

**June 1**
- **May 10 - May 26**
  Mandatory pre-inspections begin. This is a dry run (no charges will be assessed) to alert you to any concerns we have about the condition of your apartment. You do not need to be present.

- **June 1**
  Start thinking about what to do with your stuff—like reduce, reuse and recycle. See "Donate or Dump" below.

- **June 30, 5pm**
  Final deadline to move out. You can leave anytime in June, but we won’t pro-rate your rent. Make sure you leave your keys at the RSO in the official Key Return Envelope provided in your mailbox. If you need to drop off keys after hours, place them in the Key Return Drop Box located at the Glen Mor RSO.

- **July 1**
  Final inspections begin.

- **July 21**
  Notice of move-out charges will be emailed by this date.

**JUNE IS UCR MOVING MONTH**
Summer here we come!
Avoiding Damage Assessments

$2,000*
Replacing broken or damaged furniture due to negligence or abuse
(complete bedroom furniture replacement)

$1,000*
Damaged tile/laminate;
Replacing the carpet due to burns, stains or tears resulting from negligence

$800*
Replacing broken/missing appliances (stove, oven, refrigerator);
Painting over an unauthorized color

$500*
Fumigation and cleaning from pet droppings or other unsanitary conditions

$175*
Replacing damaged blinds (each)

$150*
Replacing damaged or unauthorized door locks;
Rekeying locks with missing keys;
Fixing damaged door frames

$125*
Fixing/replacing broken garbage disposal

$80*
Replacing damaged/missing light fixtures or covers

$10*
Replacing burned out or missing light bulbs

*Amounts shown represent maximum potential charges per occurrence. Not every possible cause of fines is listed. Additional damages or conditions may be considered.

Cleaning Charges:
$32/hour
Removal of interior and/or exterior trash; abandoned furniture/property, personal belongings, electronics, etc.

GLEN MOR YEAR-ROUND LEASE MOVE-OUT PREPARATIONS / MAY 2017
Glen Mor Move-Out FAQ

QUESTIONS & ANSWERS

ARE YOU SURE I HAVE TO MOVE OUT?

If you haven’t renewed your lease for the exact same apartment, you have to move out. If you think there’s an error, contact the Housing Administration office immediately at (951) 827-6350.

WHAT DO I NEED TO DO BEFORE I MOVE?

Make sure everything in your apartment works. If not, put in a Service Request. Next: clean, clean, clean. You’ll save hundreds (or more!) in extra fees by leaving your apartment in move-in condition. Finally, review the Move-Out Preparations Guidelines, which is left on your apartment door during pre-inspection.

THERE’S NO DAMAGE AND I CLEANED. CAN I STILL BE CHARGED?

Yes. Standard cleaning charges are assessed to every resident. Damages and unpaid rent and missing items (including Ethernet cables) will be taken out of your Security Deposit. Charges beyond this are added to your UCR Housing account.

IS MAIL FORWARDED TO MY NEW ADDRESS?

Yep, but you must file the change of address form with the U.S. Post Office, either online (usps.com) or at the post office. Remember to check and clean out your mailbox prior to returning your keys.

WHEN DO I HAVE TO MOVE OUT?

You must vacate by 5pm on June 30. Staying past 5pm will result in additional charges. Leave your keys at your RSO in the Key Return Envelope provided in your mailbox. After hours, place them in the Key Return Drop Box located at the Glen Mor RSO.

WHAT IF I CAN’T MOVE OUT IN TIME?

If you can’t move out in time due to extenuating circumstances, you may request a brief extension at the Housing Administration office. Requests (with proper documentation) must be submitted by June 2 at 12pm. There is a daily charge for stays extended beyond June 30.

FEES? WHAT CAN I BE CHARGED FOR?

Not cleaning up properly. Or breaking appliances, trashing the carpet or other conditions listed above. Damages in common areas will be assessed to all roommates, unless one takes responsibility. Depending on what we find in the Final Inspection, you can be charged for items NOT noted during pre-inspection.

HOW WILL I KNOW IF I’VE INCURRED ADDITIONAL CHARGES?

Notice of move-out charges will be sent to you via e-mail by July 21.

* Your scheduled preliminary inspection shall satisfy Civil Code section 1950.5(f)(1) requiring landlords to provide an opportunity for a preliminary inspection. A Move-Out Preparations Guidelines sheet will be left in your apartment for you and exceptional items for your consideration may be specifically noted. If you prefer to be present during the preliminary inspection, please contact your Resident Services Office immediately.
Donate or Dump

**LARGE DUMPSTERS**
Large dumpsters will be available for trash and oversized items at Bannockburn Village, Oban, Falkirk and Stonehaven. However, there will be no dumpster at Glen Mor.

**RSO COLLECTIONS**
Donate non-perishable food, books and personal items (e.g. soap, laundry detergent, lamps, small appliances, bedding, cleaning supplies) for those in need in the Riverside community. Collections will take place at the Glen Mor RSO. Donated materials will be given to R’Pantry and Guardian Scholars.

**PLANET AID BINS**
Donate clothing, shoes, linens and pots and pans in good condition. One Planet Aid bin will be located outside D Building; another will be located near the RSO.

**AMNESTY BOX**
Do you have silverware, plates, mugs, napkin dispensers and/or other items from campus restaurants that happened to find their way into your apartment? Return them, along with any other university property — **no questions asked** — to the “Amnesty Box” at the Glen Mor RSO.

UCR Housing Services